



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



PROCUREMENT COORDINATOR

\$38,928.92 - \$62,873.53 ANNUALLY

NATURE OF WORK: Advanced procurement work with specialized technical and administrative work in the acquisition of goods, materials, equipment, and contractual services.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTES INCLUDE BUT ARE NOT LIMITED TO: Reviews formal and informal bid specifications to ensure that competition is not restricted. Prepares formal Request for Proposals (RFP), Request for Qualifications (RFQ) and Invitation to Bids (ITB) for the purchase of goods and services. Conducts pre-proposal conferences and facilitates evaluation committee meetings. Receives, examines and converts purchase requisitions for routine and non-routine goods and services into purchase or standing orders. Prepares tabulations and evaluates bids and proposals received. Expedites the delivery of goods and evaluates vendor performance. Handles special projects as assigned by the Procurement Director and Assistant Procurement Director.

REQUIREMENTS:

1. Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration or related field, and two (2) years relevant procurement/purchasing experience and responsibility. Six (6) years related experience may substitute for Bachelor's degree. Related experience and responsibility includes the issuance of purchase or standing orders, issuance of formal or informal bids, preparation of or review of bid specifications; preparation of productivity and planning reports; evaluation and analysis of bids or proposals; working knowledge of budgeting or finance related processes; working knowledge of project management or extensive experience in providing customer service support to large governmental or private sector organizations.
2. Certification as a Professional Public Buyer (CPPB) by the National Institute of Governmental Purchasing (NIGP) may substitute for one (1) year of education.
3. Certification as a Public Purchasing Officer (CPPO) by NIGP may substitute for two (2) years of education.

DESIRES: Customer-service focus and results-oriented professional with a strong sense of urgency in providing service support to a diverse group of customers. Ability to work effectively in a fast-paced environment while maintaining composure and focus on the timely completion of assigned projects. Excellent written and oral communication skills. Knowledge of Windows Office Suite (i.e., Word, Excel, Access, PowerPoint).

Send **2** Detailed Resumes
by close date to:

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
jobs@miamibeachfl.gov

CLASS NO: 1607
UC NO: 0536UO

NO FAX ACCEPTED

ATTENTION: PC-ANN

EOE/AA/ADA/VET PREF PER FL LAW